

BYLAWS
SAN BERNARDINO COUNTY
COMMISSION ON THE STATUS OF WOMEN

ARTICLE I – NAME

The Commission shall be known as San Bernardino County Commission on the Status of Women. As used in these Bylaws, the “Commission” refers to the San Bernardino County Commission on the Status of Women.

ARTICLE II – LEGAL AUTHORITY

The Board of Supervisors, County of San Bernardino established the Commission on December 23, 1974, by Resolution No. R-74-275.

The laws of the County of San Bernardino, the Commission Bylaws and Roberts Rules of Order (latest edition) shall govern the operation of the Commission. Bylaws and Operating Policy shall be reviewed at least every two (even) years.

ARTICLE III – PURPOSE

The Board of Supervisors of the County of San Bernardino declares that it is the policy of the County to take affirmative action to eliminate the practice of discrimination with regards to gender in the areas of housing, employment, education, community services and related areas. In order to promote this policy the San Bernardino County Commission on the Status of Women is established.

ARTICLE IV – MEETINGS

- A. Regular meetings shall be held monthly with a minimum of ten (10) scheduled meetings per year. The schedule for regular meetings (i.e. “First Tuesday of each month at 5:15 p.m.”) for the following year shall be determined at the June meeting. Alterations of this planned schedule may be done for the remainder of a year by a quorum vote.
- B. Prior to each meeting, minutes of the previous meeting plus the agenda for the upcoming meeting shall be mailed to each Commissioner at least ten (10) days prior to the next meeting.
- C. A quorum shall consist of a majority of appointed Commissioners.
- D. The Chair with a quorum vote of the Commissioners may call special meetings.
- E. *All meetings shall be conducted in accordance with these By-laws, and Robert's Rules of Order, Newly Revised; as amended from time to time; provided, however, that in the event of a conflict between these By-laws and Robert's Rules of Order, Newly Revised, as amended to the date thereof, the provisions of these By-laws shall control.*
- F. Public participation shall be welcomed and length of presentations shall be at the discretion of the Commission.

ARTICLE V – RESPONSIBILITIES

It shall be the duty and responsibility of the Commission to:

- A. Provide liaison with County departments and Commissions, as well as, community groups and organizations working for concerns of women and girls.
- B. Research, prepare, and/or disseminate information regarding gender discrimination; and to advise the Board of Supervisors, County departments, agencies and the public on matters involving gender discrimination and prejudice.
- C. Conduct and/or participate in meetings, conferences, public hearings or forums in order to investigate and change practices of gender discrimination.
- D. Provide education, materials, and information on topics of gender discrimination and prejudice, as well as, other topics germane to women (such as, jobs, housing, childcare, violence against women, resources, etc.)
- E. Maintain accurate records of Commission business and activities. A summary of each fiscal year's activities shall be submitted as a written report to the Board of Supervisors.
- F. Develop and maintain a roster of qualified and interested women, which can be available as a resource bureau.
- G. Interface with other County departments for purposes of obtaining or exchanging information, services or facilities in order to further the objectives of this Commission.
- H. Act as conciliator and mediator upon request of any party to a dispute or controversy within the scope and purpose of the Commission.

ARTICLE VI – MEMBERSHIP

- A. The Commission shall consist of fifteen (15) members who have been appointed by the Board of Supervisors, County of San Bernardino. The appointing Supervisor shall determine terms of Commissioners. Commissioners may be re-appointed to successive or subsequent terms. Terms shall expire on January 31 of the appropriate year, and subsequent new terms shall begin February 1 of that year unless otherwise specified. The appointment of a person appointed by or upon the recommendation of an individual Supervisor shall expire when that Supervisor leaves office. A Commissioner whose appointment has expired may continue to serve in that capacity until a new appointment is made, the Board of Supervisors declares that position vacant, or the Supervisor re-appoints said Commissioner.
- B. Vacancies can be declared by:
 - 1. The resignation of a Commissioner, which shall be done by submitting a written resignation, directed to the appointing Supervisor, with a copy to the Chair of the Commission. This letter shall be read into the minutes of the next Commission meeting.
 - 2. Notification to the Commission by the appointing Supervisor that a vacancy exists.
 - 3. Excessive absences defined by:
 - a. Failure to attend three (3) consecutive meetings, at which time a letter will be sent to the Commissioner with a copy to the appointing Supervisor; or
 - b. Failure to attend six (6) regular meetings of the Commission during a fiscal year without good cause.

ARTICLE VII – OFFICERS

- A. The officers of the Commission shall consist of a Chair and Vice-Chair. The Vice-Chair shall serve in the absence of the Chair. The term of the officers shall be one (1) year, from July through June. No officer shall be eligible for recommendation for election to more than two (2) consecutive terms. The officers shall be elected by a majority vote of those present.
- B. If during the regular term of office, the Chair can no longer serve, a vacancy will be declared and the Vice-Chair shall be ratified as Chair within two (2) meetings of the Chair's vacancy. A new Vice Chair shall be elected to serve the remainder of the term. In the temporary absence of both the Chair and Vice-Chair, regular meetings will be convened and presided over by rotating the alphabetical order of those Commissioners present.
- C. At the regular meeting in June, Commissioners interested in becoming Chair or Vice-Chair shall address the Commission, for 5 minutes or less, and present their views of where their leadership will take the Commission during the next twelve months. The annual election shall then take place. The new Chair and Vice-Chair shall be elected by a majority vote of those present.
- D. *The Term of office for the officers of the Commission shall commence immediately following the adjournment of the Commission meeting at which they are elected and shall terminate upon the adjournment of the following election meeting.*
- E. Duties of the Chair:
 - 1. Because the Commission believes their success will be enhanced by full participation of all Commissioners, the main function of the Chair shall be to capitalize on the strengths of the individual Commissioners in order to accomplish the goals set forth by the Commission.
 - 2. The Chair shall preside at meetings of the Commission.
 - 3. The Chair shall prepare or review the agenda before it is mailed prior to regular meetings.
- F. Duties of the Vice-Chair:

The Vice-Chair shall perform all duties, which may be assigned by the Chair or majority of the Commission, and will perform the duties of the Chair in her absence.

ARTICLE VIII – COMMISSIONERS

- A. The Commission shall have general supervision of all matters pertaining to the Commission.
- B. Current Bylaws and the Commission's Operating Policy shall be given to each new Commissioner at the time of appointment.
- C. *Commissioner Responsibilities:*
 - 1. *Commissioners shall attend all meetings except in case of illness, absence from the County, or other emergencies.*
 - 2. *Commissioners shall participate in activities of the Commission and in furthering the goals of the Commission.*
 - 3. *Each Commissioner shall report at monthly meetings about current and future activities occurring in their Districts.*

ARTICLE IX – COMMISSION STAFF

- A. Commissioners shall create a job description for paid staff of the Commission.
- B. Two Commissioners shall be involved in the staff hiring process.
- C. Staff shall provide a monthly report of their *activities* to the Commission at or prior to each monthly meeting. *The report shall include a summary of calls, complaints, correspondence, and budget expenditures and balance.*

ARTICLE X - COMMITTEES

- A. The Commission may establish standing or ad hoc committees at its discretion, define their area of operation and concern, and establish rules of operation. Such committees may be composed of persons not holding membership on the Commission. The Chair of each committee should be a Commissioner. The Chair or delegated member of the committee will submit a written annual report to the Commission.
- B. A current status of committees shall be reviewed annually at the regular planning meeting as to continued need and relevance. At this time, committee existence and membership shall be determined.

ARTICLE XI - EFFECTIVE DATE; AMENDMENTS

- A. *These By-laws shall be effective upon Board of Supervisors' approval and shall supersede any and all By-laws previously adopted.*
- B. *The By-laws Committee, in writing, shall submit proposed amendments to these By-laws, with their recommendation(s) for action by the full Commission at its next regularly scheduled meeting. Once the Commission has approved the amendments, they shall be submitted to the Board of Supervisors for approval.*

Revised April 2003